

REAL PROPERTY MANAGER - 2315

General Definition of Work:

Performs difficult professional and intermediate executive work planning, organizing and directing the County-wide appraisal and revaluation programs; does related work as required. Work is performed under the general supervision of the Tax Administrator. Supervision is exercised over subordinate department personnel.

Essential Functions/Typical Tasks:

Planning, organizing and directing the appraisal, assessment and reassessment of property in the County; assisting citizens with real estate assessment problems and needs; preparing records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, organizes and directs the assessment and reassessment of property within the County.
- Gathers, analyzes and compiles current building costs; develops cost and depreciation tables.
- Prepares revaluation manual.
- Develops and enforces revaluation and real property appraisal policies.
- Reviews statistical data to determine sales ratios.
- Makes investigative field studies and analyzes data in the appraisal of residential, commercial, farm and industrial property.
- Appraises new construction and properties with additions or improvements.
- Meets with individual property owners to receive questions or complaints and to explain appraisal and revaluation practices and procedures.
- Represents the County before the Board of Equalization and Review.
- Supervises assigned personnel.
- Develops and enforces real property appraisal and revaluation procedures.
- Reviews statistical data to determine assessment ratios.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; thorough knowledge of the state laws relating to property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in real estate, business or related field and considerable experience in real estate appraisal including some revaluation experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of real property appraiser certification issued by the North Carolina Department of Revenue. IAAO designation desired.